Information Technology
Database Design/Management
Course Code # 3735
½ Credit

School Year _____

Term:_____Fall_____Spring

Prerequisites: Keyboarding
Recommended Prerequisite: Document Creation Design

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: **27**	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0   The student will explore an existing database to learn about database objects, navigation techniques, and database design.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Distinguish between relational databases and flat file databases.		
1.2	Examine database objects in an existing database.		
1.3	Discuss database structure.		
1.4	Analyze relational database information management.		
1.5	Compare relational database information management with traditional manual or flat file data management.		

Standard 2.0   The student will create, manipulate, and edit relational database tables.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Examine an existing database for data types, field description characteristics.		
2.2	Discuss different field descriptions in database objects and their formatting.		
2.3	Explore tables in a relational database and discuss possible relationships between the tables.		

Standard 3.0   The student will learn to find, filter and print data and create primary keys and relationships.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Analyze the difference methods of sorting and filtering and suggest appropriate uses for each.		
3.2	Discuss filtering of data and the effect filtering has on the information.		
3.3	Discuss primary keys, relationships, and the importance of creating appropriate links.		
3.4	Describe how relationships are created and the effect different relationships have on data results.		
3.5	Explore referential integrity and effects it has on data.		

Standard 4.0   The student will learn query and index functions and create queries as the basis for forms and reports. The student will also learn the uses of secondary indexes.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Explore how basic queries can obtain information from data.		
4.2	Examine the difference in the information returned in a query by the addition of criteria and/or sorting of fields.		
4.3	Explain the purposes of indexing and how it assists in data collection.		

Standard 5.0   The student will learn to develop forms for entering information and reports for displaying information.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Complete the process of planning a form.		
5.2	Further modify a form using other available controls.		
5.3	Discuss the differences between reports and forms based on tables or based on queries and advantages/disadvantages of each.		

Standard 6.0   The student will familiarize themselves with macros.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Define and discuss macros and their uses.		

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Standard 7.0   The student will evaluate professional skills associated with business leaders.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Demonstrate self-initiative through group projects.		
7.2	Examine the value of leadership skills.		
7.3	Illustrate image building and public relations techniques.		
7.4	Assess decision-making skills. Demonstrate effective teamwork and critical analysis applying conflict resolution techniques.		
7.5	Demonstrate effective teamwork and critical analysis applying conflict resolution techniques.		
7.6	Demonstrate parliamentary procedure skills through group activities.		
7.7	Research the goals and demonstrates principles of Business Professionals of America and/or Future Business Leaders of America.		

Additional comments: _____

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